



MONTANA SCHOOL *for the* Deaf & Blind

giving kids the building blocks to independence

3911 CENTRAL AVENUE
Great Falls, Montana 59405
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www.msdb.mt.gov

The Montana School for the Deaf and the Blind Announces the Vacancy of P-12 School Principal

MSDB is a residential and day school which provides educational opportunities for students, preschool through high school, at our Great Falls campus. MSDB is also a statewide resource center providing information and technical support through our Outreach Program to students attending school in their local districts. The campus-based education program serves an average enrollment of 60 students from preschool through the 12th grade. Through the Outreach Program, the school's 15 consultants provide technical assistance to the parents and teachers of over 400 students in more than 90 school districts across the state. The Family Advisor Program supports in-home, early intervention programming to an average of twenty families each year.

MSDB remains dedicated to improving the quality of the educational opportunities it provides students, their families, at its campus based program and across the state.

TYPICAL DUTIES

Under the general direction of the Superintendent, the School Principal is responsible for the supervision, evaluation, and planning of activities connected with the school's educational programs in the departments for the deaf and the blind.

As the instructional leader for the school, the principal is responsible for creating an environment conducive to teaching and learning, supervision of all staff (54) in the education program, and planning and development of the school's continuous improvement process. The principal must demonstrate working knowledge of contemporary curriculum and instructional practices unique to the educational needs of both deaf and blind students and of special education rules and regulations.

The principal must be able to develop and maintain the respect and trust of the staff, students and parents, communicate effectively with staff, students, parents and constituents including those who are visually impaired, deaf or hard-of-hearing. The principal must be fluent in sign language.

EDUCATION AND EXPERIENCE

Minimum Requirements:

- Masters Degree in Deaf Education, Blind Education or other area of Special Education.
- Eligible for class 3 administration license with principal endorsement at the elementary, secondary or special education supervisor level or the ability to achieve licensure credentials within three years of date of hire.
- Five years successful experience in the field of special education with at a minimum of two years experience as a supervisor or administrator of a special education program.
- Working knowledge of the unique curricular and instructional needs of both deaf and blind students to be acquired within three years of date of hire.
- Fluency in sign language.

PREFERRED EXPERIENCE

- Teaching students who are deaf or blind.
- Working at a residential school.
- Working with students who have additional disabilities.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to operate word processing software that requires repetitive motion of hands and arms, reach with hands and arms, stoop, kneel, or run. The employee must occasionally lift and/or move up to 50 pounds. The work environment consists of an 18 acre campus with 4 buildings housing the education program and 3 buildings housing the residential program. This position requires frequent and independent travel between all buildings.

The physical demands and work environment characteristics described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SALARY RANGE: \$60,000 - \$70,000

CONTRACT: 230 days

POSITION NUMBER: 51300302

BENEFITS: Full State Employee Benefits Package

APPLICATION AND SELECTION PROCESS

Required application materials:

1. Signed and completed State of Montana Employment Application (PD-25).
2. Letter of interest.
3. Resume or vita.
4. Transcript(s) showing degree(s) earned.
5. Contact information for three (3) professional references.
6. Copy of current teacher/administrator licensure and areas of endorsement.
7. Applicants claiming the Handicapped Person's Employment Preference must provide verification of eligibility with the application materials by the closing date. The required documentation includes a completed Department of Public Health and Human Services (DPHHS) Certification of Disability form.
8. Signed and dated MSDB Authorization to Release Information form.

Selection procedures to be used in evaluating applicant's qualifications include an evaluation of the Montana State Application form, application supplement, interview(s), and reference checks.

INQUIRIES AND REQUEST FOR APPLICATION PACKET:

Montana School for the Deaf and the Blind

3911 Central Avenue

Great Falls, Montana 59405

1-800-882-6732 (V,TTD)

Accessed electronically at <http://www.msdb.mt.gov/jobs.htm>

or any Montana Job Service Workforce Center

Locally 1018 7th Street South

Great Falls, Montana 59405

406-791-5800 (V,TDD)

For a full description of the position refer to the follow link: <http://www.msdb.mt.gov/jobs.htm>

APPLICATION DEADLINE

Applications will be accepted until 5:00 PM February 26, 2010.

Applications may be returned to the Montana School for the Deaf and the Blind or Great Falls Job Service Workforce Center

The Montana School for the Deaf and the Blind is an Affirmative Action/Equal Opportunity Employer (EOE). We do not discriminate on the basis of race, religion, color, gender, age, national origin, or disability. Qualified women minorities, and people with disabilities are encouraged to apply.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.